

**Boyden Executive Search Contact**

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Position Summary

Reporting to the Vice President of Development and University Relations, the Associate Vice President of Advancement Operations (AVP) is a member of the VP's senior management team. This newly created position offers a visionary leader the unique opportunity to design, develop, and implement strategic foundational functions that underpin all departmental goals. The AVP provides comprehensive operational and administrative oversight, supervising the work of Advancement Operations, which includes advancement services (gifts and records), advancement systems and analytics, prospect research, and prospect management. They are responsible for building and mentoring a cohesive advancement operations team that directly supports and strengthens the University's fundraising program. Additionally, the AVP serves as a strategic partner to the Vice President and DAUR senior management team, ensuring alignment of the advancement operations program with overall campaign, fundraising, and engagement objectives. This role is critical for developing and implementing division-wide policies and systems that facilitate efficient and effective performance across the entire division. In the event of critical system disruptions or other business needs, the AVP may be called upon to work outside of standard hours, including evenings, weekends, and/or holidays.

Essential Functions

- Provides strategic leadership to the Advancement Operations teams, including gifts and records, systems and analytics, prospect research, and prospect management. Mentors this team into a cohesive, forward-thinking, strategic unit that underpins and facilitates a successful fundraising program.
- Guides the operational and strategic direction of advancement services to ensure best practices in data management, gift processing, and reporting.
- Oversees the development and maintenance of advancement systems and data analytics to support fundraising strategies and decision-making.
- Directs prospect management efforts to ensure effective portfolio management and strategic prospect pipeline analysis. Assesses and refines prospect development and management processes to ensure a robust and active donor pipeline. Advocates for the adoption of and adherence to prospect management processes throughout DAUR.
- Works with the Development and University Relations (DAUR) Senior Management Team to establish short- and long-term priorities for all advancement operations, coordinate strategies, and support new data and technology initiatives.

- Partners with University leadership, including IT and Finance, to advocate for the needs of DAUR, inform strategic decisions, and ensure all processes and systems are compliant and functional. Represents and advocates for DAUR on cross-University initiatives.
- Develops and implements data quality standards and internal controls to maintain the integrity and security of all advancement data.
- Collaborates with Advancement Operations team leads to ensure critical functions are adequately covered, implement succession planning, and determine optimal team structures and workflows.
- Oversees and enhances a comprehensive prospect research strategy to identify and qualify new donor prospects.
- Utilizes data analytics and wealth screening, and other tools to inform prospect strategies and maximize fundraising potential.

Management Responsibilities

- Provides strategic leadership to a department or division and supervises others who supervise.
- Responsible for hiring, training and developing, managing performance and administering corrective action and making compensation decisions for staff.
- Plans organizational structure and job content and is responsible for managing strategic aspects of the team at a high level, including compliance, budget, and deliverables.

Additional Functions

- Serves as a key partner to other departments to ensure a coordinated approach to advancement efforts.
- Serves as the DAUR lead on complex technology projects, University-wide technical initiatives, and system launches and transitions.

Education and Experience

- Bachelor's Degree.
- Minimum of ten years of experience in advancement operations (advancement services, systems and analytics, prospect research, and/or prospect management), and at least eight years of experience leading cross-functional teams.

Knowledge & Skills

- Excellent communication, interpersonal, change management, and leadership skills.
- Strong knowledge of fundraising CRM systems (e.g., Ellucian CRM Advance), relational databases, data analytics, and reporting tools (e.g., PowerBI, WebFOCUS, SQL).
- Demonstrated ability to identify and assess business needs and coordinate effective operational and system solutions, including liaising with the university's IT department, and serving on/leading system transitions.

- Comfortable with relaying technical information to technical and non-technical audiences.
- Strong strategic thinking and problem-solving skills, and a solution-oriented approach with the ability to foresee challenges and develop proactive solutions.
- Understanding of IRS regulations for gift recording, FASB and CASE standards, and generally accepted accounting principles.
- Proven ability to manage complex projects with multiple priorities and deliverables.
- Familiarity with industry-standard tools and best practices in prospect management.
- Significant experience overseeing prospect identification, qualification, and research activities, including an understanding of wealth screening tools and methodologies.
- Expertise in developing and managing a prospect pipeline and performing moves management, including portfolio assignment, policy development, metrics tracking, and compliance to support major gift officer performance.
- Ability to translate research data into actionable strategies and predictive modeling to inform frontline fundraising efforts.
- Familiarity with marketing systems (Marketing Cloud, Mailchimp, etc.) and fundraising platforms (Encompass, GiveCampus, Givezy, etc.).

Preferred Qualifications

- Master's degree.
- Relevant experience in higher education advancement.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.